Process	*Manual Correction/Distribution of Records*
Process Number	*LD – 004 (REVISED 3-15-99 – REPLACES 3-12-99)*

Description of Process

This process allows the user to access individual records through an on line panel for the purpose of:

--Making corrections to chartfield values.

--Distributing earnings by hours or percentages.

Input to Process

1. Appropriate search keys: Business Unit, Pay end date, and Employee ID or name.

2. Data entry of correct chartfield and distribution values.

Output of Process

1. Display of desired record.

2. Distributed or corrected or salary expense data for update to General Ledger and A/P module.

Service Level Agreement Required? (if yes, provide a brief description)

PeopleSoft Panel Groups being Used

Function	Panel Group
	Labor Distribution

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Enter appropriate search keys. Record is displayed.	Agency
Step 2: Select range for correction or distribution from a check box which defines two available options: 1. Global processing. 2. Restricted processing	Agency
Step 3: Select processing action from three options: 1. Correct Chartfields 2. Distribute by percentage 3. Distribute by hours	Agency
Step 4: Perform correction/distribution through on line data entry.	Agency
Step 5: Save panel.	Agency

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested